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SCHEDULE OF COURSES n COURSE DESCRIPTIONS

JULY - DECEMBER 1970

JANUARY - JUNE 1971 (Tentative)

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PREFACE

Beginning with this issue of the Schedule of Courses, the Office of Training will publish confirmed dates for the next six months and tentative dates for the following six months. Undoubtedly, there will be changes in the second period, but they will be minor. Confirmed dates for the second six months will be issued before January 1971. We hope that publication of dates a year in advance will be of assistance to Training Officers for planning purposes. Note that this Schedule can be inserted in a loose-leaf notebook, which is the format for the projected OTR Catalog of Courses. This catalog should be distributed to all Training Officers within the next few months. It will contain comprehensive descriptions of all OTR Courses as well as most of the component-conducted courses. A few of these component-conducted courses have been included in this Schedule and are identified by Office Symbols in parentheses following the course title.

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JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Administrative Procedures	12 - 16 Jan
ADP Orientation	27 - 29 Jan <i>cancelled</i>
Advanced Management (Planning)	11 - 16 Jan
CIA Review	13 Jan
Clandestine Service Records I	12, 14, 16 Jan
Clandestine Service Records II	19 - 23 Jan
Clerical Refresher	12 Jan - 6 Feb
Communist Target: A Survey	19 Jan - 6 Feb (CTs)
[REDACTED]	26 - 28 Jan
Field Finance and Logistics	5 - 23 Jan
Information Reporting, Reports and Requirements	5 - 23 Jan
Intelligence Briefing	19 Jan - 11 Feb
Introduction to Intelligence	26 Jan - 6 Feb
Midcareer Executive Development	25 Jan - 6 Mar
[REDACTED]	5 - 23 Jan
Orientation to Intelligence	5 - 16 Jan (CTs)
Orientation for Overseas	6 - 7 Jan
Soviet Bloc Operations	2 Feb 26 Jan - 13 Feb
Supervision	19 - 23 Jan
Vietnam Orientation Course	5 - 23 Jan
[REDACTED]	26 Jan - 13 Feb
Writing Workshop (Basic)	6 - 29 Jan

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FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Administrative Procedures
Advanced Management (Planning)

9 - 13 Feb
15 - 20 Feb

25X1 [REDACTED]
APL/360

9 - 20 Feb
23 - 27 Feb

Chiefs of Station Seminar

16 - 27 Feb

China Familiarization

9 - 13 Feb

CIA Review

10 Feb

Clandestine Service Records I

23, 25, 27 Feb

Clerical Refresher

16 Feb - 13 Mar

Counterintelligence Survey (formerly
Counterintelligence Familiarization)

9 - 13 Feb

Field Finance and Logistics

23 Feb - 13 Mar

Information Reports Familiarization

2 - 6 Feb

Intelligence Techniques

16 - 20 Feb

Introduction to Communism

9 - 27 Feb (CTs)

Introduction to Intelligence

9 - 20 Feb

Management

24 Feb - 6 Mar

Operations, Phase II

2 - 6 Feb

Operations Support

16 Feb - 24 Apr

Orientation for Overseas

2 - 20 Feb

3 - 4 Feb

16 Feb - 6 Mar

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MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

25X1A

Administrative Procedures	16 - 20 Mar
ADP Orientation	31 Mar - 2 Apr
Advanced Intelligence Seminar	16 - 27 Mar
Budget Process Course	30 Mar - 3 Apr
[REDACTED]	23 - 27 Mar
CIA Review	10 Mar
Clandestine Service Records II	2 - 6 Mar
Clandestine Service Records III	9 - 10 Mar
Clerical Refresher	23 Mar - 17 Apr
Counterintelligence Operations	2 - 13 Mar
European Operations	2 - 20 Mar
Fortran IV	23 Mar - 3 Apr
Information Reporting, Reports and Requirements	9 - 27 Mar
Intelligence Briefing	2 - 25 Mar (NPIC)
Introduction to Communism	9 - 20 Mar
Introduction to Intelligence	30 Mar - 10 Apr
Introduction to Map Reading and Imagery Analysis	9 - 25 Mar
Management	16 - 20 Mar
Managerial Grid	22 - 27 Mar
Modified ADEPT Course	2 Mar - 3 Apr
[REDACTED]	2 - 20 Mar
Operations Familiarization	2 - 27 Mar
Orientation for Overseas	3 - 4 Mar
[REDACTED]	30 Mar - 17 Apr
Soviet Bloc Operations	6 Apr - 30 Mar - 17 Apr
Supervision	2 - 6 Mar
Support Services Review: Trends and Highlights	2 - 6 Mar
Vietnam Orientation Course	9 - 27 Mar
Writing Workshop (Basic)	10 Mar - 2 Apr
Writing Workshop (Intermediate)	9 Mar - 1 Apr

25X1

25X1

25X1A

Systems Analysis
(Brandon)

9-20 Mar
23-27 Mar 10-0423

List only as in previous

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APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Administrative Procedures
Advanced Management (Planning)
ALC Macro Writing
Basic ADEPT Course
China Familiarization
CIA Review
Clandestine Scientific and Technical
Operations
Clandestine Service Records I
Clandestine Service Records II
Clerical Refresher
Counterintelligence Survey (formerly
Counterintelligence Familiarization)
[REDACTED]
Information Reports Familiarization

Intelligence Production
Introduction to Communism
Operating Systems/360
Operations, Phase I
Operations Support
Orientation for Overseas
Parachute Jump Training
Special Clandestine Operations
Orientation Course for DDS&T
Supervision
Support Services
Support Services Review: Trends and
Highlights
[REDACTED]

13 - 17 Apr
5 - 10 Apr
6 - 10 Apr
20 Apr - 31 July
6 - 10 Apr
14 Apr

27 Apr - 8 May
2 - 3 Apr (CTs)
6 - 10 Apr
27 Apr - 22 May

6 - 10 Apr
27 - 29 Apr
6 - 10 Apr
20 - 24 Apr
6 Apr - 29 May (CTs)
13 - 24 Apr
13 - 24 Apr
6 Apr - 10 July
6 - 24 Apr
7 - 8 Apr
27 Apr - 8 May

13 - 17 Apr
27 Apr - 1 May
6 Apr - 15 May (CTs)

27 Apr - 1 May
20 Apr - 8 May

27 Apr - 20 May

Intelligence Briefing

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MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Administrative Procedures	11 - 15 May
ADP Orientation	12 - 14 May
Basic Country Survey: USSR	4 - 15 May
Chiefs of Station Seminar	18 - 29 May
CIA Review	12 May
Clandestine Service Records II	4 - 8 May (CTs)
Counterintelligence Operations	4 - 15 May
Information Reporting, Reports and Requirements	4 - 22 May
Introduction to Communism	18 - 29 May
<div style="border: 1px solid black; height: 20px; width: 450px;"></div>	
Introduction to Intelligence	11 - 14 May
JCS/DIA	4 - 15 May
Management	12 - 13 May
Midcareer Executive Development	18 - 22 May
<div style="border: 1px solid black; height: 20px; width: 300px;"></div>	3 May - 12 June
Orientation for Overseas	4 - 22 May
Senior Management Seminar (Planning)	5 - 6 May
Vietnam Orientation Course	10 - 15 May
	11 - 29 May

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Administrative Procedures	15 - 19 June
ADP Orientation	30 June - 2 July
China Familiarization	1 - 5 June
CIA Review	9 June
Clandestine Service Records I	8, 10, 11 June
Clandestine Service Records II	15 - 19 June
Clandestine Service Records III	22 - 23 June
Clerical Refresher	1 - 26 June
Field Finance and Logistics	8 - 26 June
Geography of Communist China	8 - 26 June
Information Reports Familiarization	8 - 12 June
	22 - 26 June
Introduction to Communism	29 June - 10 July
Introduction to Intelligence	15 - 26 June
Operations Support	8 - 26 June
Orientation for Overseas	2 - 3 June
<div style="border: 1px solid black; height: 15px; width: 380px;"></div>	1 - 19 June
Senior Management Seminar (Planning)	21 - 26 June
Soviet Bloc Operations	8 - 26 June
Special Orientation for Agency Representatives attending Senior Officer Schools	29 June - 1 July
Support Services Review: Trends and Highlights	8 - 12 June
<div style="border: 1px solid black; height: 15px; width: 400px;"></div>	22 June - 10 July
Writing Workshop (Basic)	9 June - 2 July
Writing Workshop (Intermediate)	8 June - 1 July

SCHEDULE OF COURSES

	Page
Administrative Procedures 3 1/2 or 5 days - full time	15
12 - 16 Jan 13 - 17 Apr	
9 - 13 Feb 11 - 15 May	
16 - 20 Mar 15 - 19 June	
ADP Orientation 3 days - full time	29
27 - 29 Jan <i>Cancelled</i> 12 - 14 May	
31 Mar - 2 Apr 30 June - 2 July <i>rescheduled</i>	
	<i>7-9 July</i>
Advanced Intelligence Seminar (replaces Intelligence Review) 2 weeks - full time	<i>Also new dates for Oct. 13-15</i>
16 - 27 Mar <i>13 - 24 April</i>	
Advanced Management (Planning) 1 week - full time	15
11 - 16 Jan 5 - 10 Apr	
15 - 20 Feb	
<div style="border: 1px solid black; width: 150px; height: 15px; display: inline-block;"></div> 2 weeks - full time	27
9 - 20 Feb	
ALC Macro Writing 1 week - full time	29
8 - 10 Apr	
APL/360 5 afternoons - part time	29
23 - 27 Feb	

Basic ADEPT Course 30
15 weeks - full time

✓ 20 Apr - 31 July

Basic Country Survey: USSR 26
2 weeks - full time

Date Changed
~~15 May~~ ✓ 1-12 June

Budget Process Course 35
1 week - part time

✓ 30 Mar - 3 Apr

Chiefs of Station Seminar 18
2 weeks - full time

✓ 16 - 27 Feb

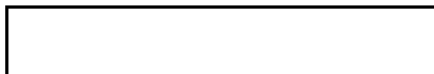
✓ 18 - 29 May

China Familiarization 26
1 week - full time

✓ ~~16 - 20 Mar~~
~~13 Feb~~
~~10 Apr~~

✓ 1 - 5 June

25X1A



18

✓ 23 - 27 Mar

CIA Review - *no. of students is always* 10
1/2 day - morning *c. 25-40*

✓ 13 Jan
✓ 10 Feb
✓ 10 Mar

✓ 14 Apr
✓ 12 May
✓ 9 June

Clandestine Scientific & Technical Operations 18
2 weeks - full time

✓ 27 Apr - 8 May

Clandestine Service Records I 18
3 days - part time

✓ 12, 14, 16 Jan
✓ 23, 25, 27 Feb

✓ 2 - 3 Apr (CTs)
✓ 8, 10, 11 June

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Clandestine Service Records II 19
1 week - part time

~~19~~ - 23 Jan ~~4-8~~ May (CTs)
~~2~~ - 6 Mar ~~15~~ - 19 June
~~6~~ - 10 Apr

Clandestine Service Records III 19
2 days - part time

~~9~~ - 10 Mar ~~22~~ - 23 June

Clerical Refresher 15
4 weeks - part time

~~12~~ Jan - 6 Feb ~~27~~ Apr - 22 May
~~16~~ Feb - 13 Mar ~~1~~ - 26 June
~~23~~ Mar - 17 Apr

Communist Party Organization and Operations 26

Dates to be announced.

Communist Target: A Survey 26
3 weeks - full time

~~19~~ Jan - 6 Feb (CTs)

Counterintelligence Operations 19
2 weeks - full time

~~2~~ - 13 Mar ~~4~~ - 15 May

Counterintelligence Survey 20
(Formerly Counterintelligence Familiarization)
1 week - full time

~~9~~ - 13 Feb ~~6~~ - 10 Apr

25X1 23

3 days and 3 nights 24

~~26~~ - 28 Jan

~~27-29 Apr~~
~~24-27 May~~ - rescheduled

25X1A

European Operations 20
3 weeks - full time

~~2~~ - 20 Mar

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Field Finance and Logistics
3 weeks - full time

15

~~5~~ - 23 Jan
~~23~~ Feb - 13 Mar

~~8~~ - 26 June

Fortran IV
10 mornings - part time

31

~~23~~ Mar - 3 Apr

Geography of Communist China
3 weeks - part time

10

~~8 - 26 June~~ - *Cancelled*

Geography of USSR

11

Dates to be announced.

Information Reporting, Reports, and Requirements
3 weeks - full time

21

~~5~~ - 23 Jan
~~9~~ - 27 Mar

~~4~~ - 22 May

Information Reports Familiarization
1 week - full time

21

~~2~~ - 6 Feb
~~16~~ - 20 Feb
~~6~~ - 10 Apr

~~20~~ - 24 Apr
~~8~~ - 12 June
~~22~~ - 26 June

Intelligence Briefing
4 weeks - part time

11

~~19~~ Jan - 11 Feb

24 Feb - 20 Mar

~~25 Mar~~ (for NPIC only)

Intelligence Production
8 weeks - full time

27 Apr - 20 May (401 pages)

11

~~6~~ Apr - 29 May (CTs) *Cancelled*

Intelligence Review
(See Advanced Intelligence Seminar)

12

Intelligence Techniques
3 weeks - full time

12

~~9~~ - 27 Feb (CTs)

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Introduction to Communism 26
2 weeks - full time

~~9~~ - 20 Feb
~~8~~ - 20 Mar
~~13~~ - 24 Apr

~~18~~ - 29 May
~~29~~ June - 10 July

25X1

4 days - full time

~~11~~ - 14 May

Introduction to Intelligence 12
2 weeks - full time

~~26~~ Jan - 6 Feb
~~24~~ Feb - 6 Mar
~~30~~ Mar - 10 Apr

~~14~~ - 15 May
~~15~~ - 26 June

Introduction to Map Reading and Imagery Analysis 12
8 days - full time - over a three week period

~~9~~ - 25 Mar

JCS/DIA 13
2 days - full time

~~12~~ - 13 May

Language Courses (3 students minimum) 9

Full-Time Courses

For beginning students -- 28 weeks

French	5 January, 2 March, 4 May
Spanish	5 January, 2 March, 4 May
German	5 January, 2 March, 4 May

For beginning students -- 11 Months

Chinese 5 January

All Other Languages* 6 January, 4 May

*Full-time Swedish, Greek, Czech, Vietnamese, and Thai are scheduled on a negotiated basis with the responsible Agency components.

Part-Time Courses

For beginning students -- 20 weeks, MWF-4 hrs each day

French	5 January, 2 March, 4 May
Spanish	5 January, 2 March, 4 May

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All Other Languages**

**Part-time language training, other than French, Spanish, and certain Russian Reading courses, are scheduled as noted or by special arrangement with the Language School.

Management 16
1 week - full time

~~2~~ - 6 Feb ~~18~~ - 22 May
~~16~~ - 20 Mar

Managerial Grid 16
1 week - full time

~~22~~ - 27 Mar

Mathematics for ADP Systems Analysts 31
Four one-week sessions - full time

Dates to be announced.

Midcareer Executive Development 16
6 weeks - full time

~~18 Jan - 2 Mar~~
~~25 Jan - 6 Mar~~ ~~3~~ May - 12 June

Modified ADEPT Course 32
5 weeks - full time

~~2~~ Mar - 3 Apr

Operating System/360 33
10 mornings - part time

~~13~~ - 24 Apr

25X1

21
3 weeks - full time

~~5~~ - 23 Jan ~~4~~ - 22 May cancelled
~~2~~ - 20 Mar cancelled ~~15-26 June~~ cancelled 5/22
new dates ~~8~~ June - 20 June
27

Operations, Phase I
13 weeks - full time

~~6~~ Apr - 10 July cancelled

Operations, Phase II 27
10 weeks - full time

~~16~~ Feb - 24 Apr

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Operations Familiarization 28
4 weeks - full time

~~2~~ - 27 Mar

~~Operations Support~~ - *Field Operations Familiarization*
3 weeks - full time

~~2~~ - 20 Feb
~~6~~ - 24 Apr

~~8~~ - 26 June

Orientation to Intelligence 13
2 weeks - full time

~~5~~ - 16 Jan (CTs)

Orientation for Overseas 13
2 days - full time

~~6~~ - 7 Jan
~~3~~ - 4 Feb
~~3~~ - 4 Mar

~~7~~ - 8 Apr
~~5~~ - 6 May
~~2~~ - 3 June

Parachute Jump Training 28
2 weeks - full time

~~27~~ Apr - 8 May

PL/1 Macro Writing 34
5 mornings - part time

31 Aug - 4 Sept

25X1 35

~~12-13 March~~
~~16 Feb - 6 Mar~~
~~30 Mar - 17 Apr~~

~~16-17 July~~
~~1 - 19 June~~

Programming Language One 33
1 week - full time

10 - 14 Aug

Reading Improvement ~~21 Jan - 20 Feb~~ 13 ILLEGIB

Dates to be announced. ~~15 Apr - 13 May~~ ~~13 Apr - 13 May~~ ~~14 Apr - 14 May~~ ~~10 - 15 May~~ ~~21 - 26 June~~

Senior Management Seminar (Planning) 16
1 week - full time

~~10 - 15 May cancelled~~ ~~21 - 26 June~~

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Soviet Bloc Operations
3 weeks - full time

22

✓ ² Feb
~~26 Jan~~ - 13 Feb
~~30 Mar~~ - 17 Apr
✓ ⁶ Apr

✓ ¹⁹ 8 - ~~26~~ June

Special Clandestine Operations Orientation
Course for DDS&T
1 week - full time

22

✓ 13 - 17 Apr

Special Orientation for Agency Representatives
attending Senior Officer Schools

14

✓ 29 June - 1 July

Supervision
1 week - full time

17

✓ 19 - 23 Jan *came*
✓ 2 - 6 Mar

✓ 27 Apr - 1 May

Support Services
6 weeks - full time

17

✓ 6 Apr - 15 May (CTs)

Support Services Review: Trends and Highlights
1 week - full time

17

✓ 6 Mar

✓ 8 - 12 June

✓ 27 Apr - 1 May

Systems Analysis (Brandon) - 9-20 MAR
23-27 MAR 10-0423

25X1A

Vietnam Orientation Course
3 weeks - full time

35

✓ ³⁰ 5 - ~~23~~ Jan
✓ ~~23~~ - 27 Mar

✓ ~~4-11~~ - 29 May

25X1

3 weeks - full time

36

✓ ² - 27 Feb
~~26 Jan~~ - 13 Feb
~~20 Apr~~ - 8 May
✓ ⁶ Apr - 1 May

✓ ¹ - 26 June
~~22 June~~ - 10 July

Writing Workshop (Basic)
4 weeks - part time - 2 mornings a week

14

✓ 6 - 29 Jan

✓ 10 Mar - 2 Apr

✓ 9 June - 2 July

Writing Workshop (Intermediate)
4 weeks - part time - 2 mornings a week

14

✓ 9 Mar - 1 Apr

✓ 8 June - 1 July

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OFFICE OF TRAINING SCHEDULE OF COURSES

July - December 1970

January - June 1971 (Tentative)

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OFFICE OF TRAINING
SCHEDULE OF COURSES

	<u>1970</u>	<u>1971</u>
Administrative Procedures 3 1/2 or 5 days - full time	✓ 31 Aug- 4 Sept ✓ 21-25 Sept ✓ 19-23 Oct ✓ 16-20 Nov ✓ 7-11 Dec	11-15 Jan 8-12 Feb 15-19 Mar 12-16 Apr 10-14 May 14-18 Jun
25X1A	<i>canceled per [redacted] 1/18/77</i>	
ADP Orientation (OCS) 3 days - full time	✓ 7-9 July <i>canceled 1-6 Aug</i> <i>canceled 15-17 Sept-STEET</i> ✓ 13-15 - 20-22 Oct	26-28 Jan 16-18 Mar 20-22 Apr <i>canceled</i> 1- 3 Jun
Advanced Intelligence Seminar 2 weeks - full time	✓ 12-23 Oct	8-19 Mar 10-21 May
Advanced Management (Planning) 1 week - full time	✓ 11-16 Oct ✓ 15-20 Nov	10-15 Jan 21-26 Feb 11-16 Apr 20-25 Jun
Advanced Operations (PDP) 8 weeks - full time <i>adv. Special Ops. -</i>	✓ 28 Sept-20 Nov ✓ 6 July- 4 Sept	11 Jan- 5 Mar 5 Apr-28 May
[redacted] 2 weeks - full time	19-30 Oct <i>Canceled</i>	8-19 Feb
Basic Country Survey: USSR 2 weeks - full time	✓ 7-18 Dec	26 Apr- 7 May
Budget Process (O/PPB) 1 week - part time	✓ 16-20 Nov	To be announced
Chiefs of Station Seminar 2 weeks - full time	✓ 19-30 Oct <i>Canceled</i>	15-26 Mar 26 Apr- 7 May
China Familiarization 1 week - full time	(Date Change) ✓ 14-18 Sept ✓ 2-6 9-13 Nov	22-26 15-19 Feb 19-23 Apr 7-11 Jun

25X1

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25X1A

	<u>1970</u>	<u>1971</u>
<div></div>	✓16-20 Nov	29 Mar- 2 Apr
CIA Review 1/2 day - morning	✓14 Jul ✓11 Aug ✓8 Sept ✓13 Oct ✓10 Nov ✓8 Dec	12 Jan 9 Feb 9 Mar 13 Apr 11 May 8 Jun
Clandestine Scientific & Technical Operations 2 weeks - full time	✓19-30 Oct	26 Apr- 7 May
Clandestine Service Records I 3 days - part time	✓9,10,11 Sept ✓8,9 Oct ✓30 Nov, 3, 4 Dec	22,24,26 Feb 5,7,9 Apr (CTs) 14,16,18 Jun
Clandestine Service Records II 1 week - part time <i>note in Handbook</i> <i>2 June</i>	✓14-18 Sept ✓12-16 Oct ✓7-11 Dec	1- 5 Mar 12-16 Apr (CTs) 10-14 May 21-25 Jun
Clandestine Service Records III 2 days - part time	✓21,22 Sept ✓14,15 Dec	8,9 Mar 28,29 Jun
Clerical Refresher 4 weeks - part time	✓6-31 Jul ✓10 Aug- 4 Sept ✓14 Sept- 9 Oct ✓19 Oct-13 Nov ✓23 Nov-18 Dec	11 Jan- 5 Feb 16 Feb-12 Mar 22 Mar-16 Apr 26 Apr-21 May 1-25 Jun
Conference Participations (Given on request)		
Counterintelligence Operations 2 weeks - full time	✓28 Sept- 9 Oct <i>cancel</i> ✓7-18 Dec	8-19 Mar 10-21 May
Counterintelligence Survey 1 week - full time	✓31 Aug- 4 Sept ✓16-20 Nov	8-12 Feb 12-16 Apr
<div></div> 3 days and 3 evenings	<i>Date change</i> 25-28 Oct ✓1-4 Nov <i>cancel</i>	17-21 Jan 11-14 Apr

25X1

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	<u>1970</u>	<u>1971</u>
Effective Listening - 1 day (Given on request)		
European Operations 1 week - full time	✓ 6 Nov	8-12 Mar
Field Finance and Logistics 3 weeks - full time	✓ 20 Jul- 7 Aug ✓ 31 Aug-18 Sept ✓ 2-20 Nov	✓ 4-22 Jan 22 Feb-12 Mar 17 May- 4 Jun
Field Operations Familiarization (Formerly Operations Support) 3 weeks - full time	✓ 14 Sept- 2 Oct ✓ 19 Oct- 6 Nov ✓ 30 Nov-18 Dec	1-19 Feb 5-23 Apr 7-25 Jun
Geography of Communist China 3 weeks - part time (MWF)	12-30 Oct <i>cancelled</i>	14 Jun- ² 10 Jul
Geography of USSR (Given on request)		
Information Reporting, Reports, and Requirements 3 weeks - full time	✓ 6-24 Jul ✓ 8-25 Sept ✓ 2-20 Nov	8-26 Mar 10-28 May
Information Reports Familiarization 1 week - full time	✓ 24-28 Aug ✓ 5- 9 Oct <i>Cancelled 19-23 Oct 30 Nov-4 Dec</i> ✓ 14-18 Dec	18-22 Jan 8-12 Feb 5- 9 Apr
Intelligence and World Affairs (CTs) 5 weeks - full time	✓ 13 Jul-14 Aug	11 Jan-12 Feb
Intelligence Briefing 4 weeks - part time (M,W)	<i>(IAS only)</i> ✓ 14 Sept- ¹² 7 Oct ✓ 9 Nov- ² 4 Dec	11 Jan- 3 Feb 29 Mar-21 Apr (NPIC) 17 May- 9 Jun
Intelligence Production (CTs) 8 weeks - full time	✓ 12 Oct- 4 Dec	12 Apr- 3 Jun
Intelligence Research Techniques (Given on request)		

SECRET

1971

3 weeks - full time

✓17 Aug- 4 Sept

15 Feb- 5 Mar

2 weeks - full time

~~24 Aug - 4 Sept~~

1-12 Mar

✓5-16 Oct

5-16 Apr

✓ 9-20 Nov

10-21 May

14-25 Jun

4 days - full time

✓ 7-10 Dec

8-11 Mar

17-20 May

2 weeks - full time

✓ 10-21 Aug

15-26 Feb

✓21 Sept- 2 Oct

22 Mar- 2 Apr

✓26 Oct- 6 Nov

26 Apr- 7 May

1-11 Jun

8 days - full time - over a three week period

✓ 14-30 Sept

15-31 Mar

2 days - full time

✓1- 2 Dec

25-26 May

Don't lost the course in ~~journal~~

25X1A

LANGUAGE COURSES (3 students minimum)

1. Full-time Courses -- Reading and Speaking

a. For beginning students - 28 weeks

French -- 13 July 70, 14 September 70, 2 November 70,
4 January 71, 1 March 71, 3 May 71

Spanish -- 13 July 70, 14 September 70, 2 November 70,
4 January 71, 1 March 71, 3 May 71

German -- 13 July 70, 14 September 70, 2 November 70,
4 January 71, 1 March 71, 3 May 71

b. For beginning students - 11 months

Chinese -- 13 July 70, 4 January 71

Japanese -- 14 September 70, 1 March 71

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1970

1971

- c. Other languages* -- 14 September 70, 4 January 71,
3 May 71

Romanian	Persian
Portuguese	Russian
Italian	Arabic
Thai	Serbo-Croatian
Vietnamese	Polish
Indonesian	Czech

*Full-time Swedish, Greek, Lao and Turkish are scheduled on a negotiated basis with the responsible Agency components.

2. Part-time Courses -- Reading and Speaking

- a. For beginning students - 20 weeks, M-W-F, a.m. or p.m.
Tu-Th, a.m. or p.m.

French -- 14 September 70, 4 January 71, 3 May 71

Spanish -- 14 September 70, 4 January 71, 3 May 71

German -- 14 September 70, 4 January 71, 3 May 71

- b. Other languages** -- 14 September 70, 4 January 71,
3 May 71

**Part-time training may be offered at other times depending on the availability of instructors.

3. Before-and-After Hours Language Training Program
(10 students minimum)

- a. Eighteen weeks, M-W-Th, 0730-0930 or 1600-1800, offered in French, Spanish, Italian, German and Russian. Beginning and advanced classes.

First Semester - 14 September 70 - 28 January 71

Second Semester - 8 February 71 - 10 June 71

Laos Orientation/Operations (DDP/FE ☐)
3 weeks - full time

✓ 3-25 Aug
✓ 2-20 Nov

²³
1-19 Feb
3-25 May

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Laos Wives Orientation (DDP/FE ☐)
~~1 day - full time~~

1 week - full time
Given during ~~third~~ ^{first} week of scheduled Laos Orientation

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	<u>1970</u>	<u>1971</u>
Management 1 week - full time	26-30 Oct <i>Cancelled 7-11 Dec</i>	1- 5 Feb 29 Mar- 2 Apr 7-11 Jun
Managerial Grid 1 week - full time	✓ 18-23 Oct ✓ 29 Nov- 4 Dec	21-26 Mar 23-28 May
Midcareer Executive Development 6 weeks - full time	✓ 30 Aug- 9 Oct ✓ 1 Nov-11 Dec	17 Jan-26 Feb 4 Apr-14 May 13 Jun-23 Jul
25X1 [redacted] (tentative Dates) 3 weeks - full time	✓ 21 Sep- 28 Oct ✓ 5-23 Oct ✓ 19-31 October	15 Feb- 5 Mar 26 Apr-14 May
Operations Course 16 weeks - full time	✓ 19 Oct-19 Feb 1 Mar	26 Apr-13 Aug
Operations Familiarization 4 weeks - full time	✓ 8 Sept- 2 Oct	8 Mar- 2 Apr
Operations Support - See Field Operations Familiarization		
Orientation for Overseas 2 days - full time	✓ 7- 8 Jul ✓ 4- 5 Aug ✓ 1- 2 Sept ✓ 6- 7 Oct ✓ 3- 4 Nov ✓ 1- 2 Dec	✓ 5- 6 Jan 2- 3 Feb 2- 3 Mar 6- 7 Apr 4- 5 May 1- 2 Jun
25X1 [redacted] (DDP/CI Staff) 2 weeks - full time	6-17 Jul ✓ 8-18 Sept ✓ 2-13 Nov <i>cancelled</i>	✓ 4-15 Jan
25X1 [redacted] (Given on request)		
Project USEFUL 1 week - full time	✓ 21-25 Sept	
Reading Improvement (Contract with Non-Agency facility) To be announced		
Senior Management Seminar (Planning) 1 week - full time	Cancelled 4- 9 Oct	2- 7 May

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	<u>1970</u>	<u>1971</u>
Soviet Bloc Operations 2 weeks - full time	5-16 Oct <i>canceled</i> 7-18 Dec	1-12 Feb 12-28 Apr 7-18 Jun
Special Clandestine Operations Orientation for DDS&T 1 week - full time	14-18 Sept <i>changed</i> 21-25 Sept	15-19 Feb
Special Orientation for Agency Representatives Attending Senior Officer Schools 3 days - full time		28-30 Jun
Supervision 1 week - full time	5-9 Oct 14-18 Dec	1-5 Mar 10-14 May 28 Jun-2 Jul
Support Services (CTs) 6 weeks - full time	12 Oct-20 Nov	12 Apr-21 May
Support Services Review: Trends & Highlights 1 week - full time	14-18 Sept 26-30 Oct 7-11 Dec	8-12 Mar 26-30 Apr 7-11 Jun
25X1A Vietnam Operations (DDP/FE/ <input type="checkbox"/>) 4 weeks - full time	3-28 Aug 5-23 Oct 30 Nov-25 Dec <i>18</i>	1-19 Feb 5-23 Apr 7 Jun-25 Jun <i>NC</i>
25X1A Vietnam Orientation (DDP/FE/ <input type="checkbox"/>) 4 weeks - full time	6-31 Jul 7 Sept-2 Oct 2-25 Nov	4-29 Jan 1-26 Mar 3-28 May
Vietnam Wives Safehaven Orientation 1 day - full time Given during third week of scheduled Vietnam Orientation		
*Writing Workshop (Basic) 4 weeks - part time - T,Th	15 Sept-8 Oct	5-28 Jan 16 Mar-8 Apr 29 Jun-22 Jul
*Writing Workshop (Intermediate) 4 weeks - part time - M,W	14 Sept-7 Oct	15 Mar-7 Apr 28 Jun-21 Jul
25X1A Writing Workshop (Special)	Jul <input type="checkbox"/> Nov (NPIC)	

*Others may be scheduled on request

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OFFICE OF TRAINING
SCHEDULE OF COURSES

July - December 1970
January - June 1971 (Tentative)

Change: 71-1

TO: All recipients of the OTR Schedule of Courses

Insert attachment as page 8 to OTR Schedule of Courses
(July - December 1970, - January - June 1971). The attachment
lists ADP Courses to be offered by the Office of Computer Services
during Fiscal Year 1971.

OFFICE OF TRAINING
SCHEDULE OF COURSES

	<u>1970</u>	<u>1971</u>
ADP Orientation full time 610 Magazine	<i>✓</i> 13-15 Oct <i>✓</i> 27-29 " <i>✓</i> 1A-07, Ng	26-28 Jan 16-18 Mar 1-3 June
Basic ADEPT full time 1D-0417	<i>✓</i> 17 Aug-27 Nov	15 Feb-28 May
25X1A BRANDON - Systems Analysis full time <input type="checkbox"/>		1-19 Feb
"F" Level COBOL to USASI COBOL Conversion Program part time 1D-0423	<i>✓</i> 6-7 Aug	
FORTTRAN full time 1D-0417	<i>✓</i> 30 Nov-11 Dec	
OS/360 part time 1D-0423	<i>✓</i> 21 Sept-2 Oct <i>canceled</i> <i>✓</i> 30 Nov-11 Dec	25 Jan-5 Feb <i>per</i> <input type="checkbox"/> 1715176
PL/1 part time 1D-0417	<i>✓</i> 3-14 Aug	1-12 Feb
PL/1 Macro Writing part time 1D-0423	<i>✓</i> 14-18 Sept	25X1A
Introduction to Computer Programming 5 weeks full time 1D-0423	<i>✓</i> 9 Nov-11 Dec	

High Risk (FH)

✓ 5 Nov	Thurs
✓ 18 "	Wed
✓ 25 "	Wed

✓ 1 Dec	Tues
✓ 9 "	Wed
✓ 16 "	Wed
✓ 23 "	Wed
✓ 30 "	Wed

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COURSE DESCRIPTIONS

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LANGUAGE SCHOOL

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The OTR Language School provides full time instruction in the following languages: French, Spanish, Italian, Portuguese, Chinese, Japanese, Persian, Turkish, Indonesian, Russian, Serbo-Croatian, and German. Part time instruction is offered in Arabic, Polish, Czech, and Swedish. ^{Armenian} Courses which are offered at times negotiated with the responsible components are Vietnamese, Thai, Czech, and Greek.

The Language School has a limited competence in ten other languages. The ability to present instruction in these languages is conditioned by the availability of instructors and the nature of the requirements. These ten languages are: Romanian, Danish, Latvian, Azerbaijani, Dutch, Swahili, Lingala, Hebrew, Estonian, Lithuanian.

With the exception of the Before-and-After-Hours Language Training program and certain part-time Russian Courses, all classes are taught at the Washington Building Annex of Arlington Towers. When the Language School cannot handle the requirement, it is normally possible to fulfill the need through external training. Detailed procedural information concerning internal language instruction is contained in the Memorandum for all Training Officers of the Agency, dated 1 April 1969.

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INTELLIGENCE SCHOOL

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Advanced Intelligence Seminar (2 weeks - all day)
(Replaces the Intelligence Review Course)

For middle and senior level officers (minimum grade GS-12) who have been in the Agency at least five years.

Covers major international trends affecting intelligence; changes in--and problems facing--the intelligence community; recent and projected developments within the Agency to meet current and future Agency responsibilities; major problems of collection, production, coordination and support of intelligence. Student participation in discussions and seminars is stressed. Enrollment limited to 35 (no more than three per office, CS Division, or comparable component).

Given in Washington area.

No other prerequisites.

CIA Review (1/2 day - morning)

For all employees returning to the U.S. with PCS from overseas.

Covers developments affecting the Agency's organization and mission at the policy, USIB, and Agency levels over the past several years.

Given in Washington area.

No other prerequisites.

(Note: This review includes the security reindoc-trination lecture by the Office of Security.)

Geography of Communist China (3 weeks - MWF - all day)

For professional employees who need a working knowledge of the geography of Communist China.

A text has been especially compiled for this course incorporating the latest unclassified data.

Classified materials used include the Intelligence Map Series to illustrate certain geographical points. This course concentrates on those elements of the natural and cultural environment that can influence the political, economic, military, or foreign relations posture of Communist China.

Given in Washington area.

No other prerequisites, although China Familiarization Course is desirable.

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Geography of the USSR (6 weeks - MWF - all day)

For professional employees who need a working knowledge of the geography of the USSR. Materials used include the best available regular academic texts, Soviet maps and atlases, films and slides--including selected U-2 photos. Training is given in transliteration and use of Russian-language materials where necessary. Classified materials used include the Intelligence Map Series to illustrate certain geographical points. This course concentrates on those elements of the natural and cultural environment that can influence the political, economic, military, or foreign relations posture of the USSR. Given in Washington area. No other prerequisites, although Basic Country Survey: USSR Course is desirable.

Intelligence Briefing (4 weeks - MW - mornings)

For professional employees; preference given to those who have briefing responsibilities. Instruction and practice in techniques of effective intelligence briefing, including discussion of a variety of briefing objectives and problems, preparation and delivery of assigned briefings, and performance critique by instructor and fellow students. At least two of the briefings are video-taped for the purpose of more realistic critique. Special attention is given to platform techniques, audience and occasion analysis, substantive organization, coherence and clarification devices, design and use of briefing notes, use of visual aids in oral presentation, guidelines for answering questions and techniques of team briefing. Assignments may be carried out within the context of a student's field of specialization and responsibility. Students prepare briefings for 5 or 6 sessions. Given in Washington area. No other prerequisites.

Intelligence Production (8 weeks - all day)

For Career Trainees. Familiarizes students with DDI components, emphasizing particularly the problems of producing finished intelligence. Also stresses the close working relationships between DDI units and other Agency and non-Agency (including both USIB and non-USIB) offices. A course research paper is required, which gives the CT pre-job experience in using Agency reference and intelligence production and facilities. Given in Washington area. No other prerequisites.

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Intelligence Research Techniques (2 weeks - all day; or
4 weeks - mornings)

For analysts, librarians, reference analysts, and
research assistants.
Covers each stage of the research process from the
origin of an intelligence research topic to the
writing of a skeletal report. Each student works
on a research project approved by his supervisor--
this is used as a practical exercise. Includes
familiarization with repositories of information
and the value of collection programs. On request
this course can be tailored to the needs of a
group from one component.
Given in Washington area.
No other prerequisites.

Intelligence Review
(See Advanced Intelligence Seminar)

Intelligence Techniques (3 weeks - all day)

For Career Trainees.
Familiarizes students with selected types of intelli-
gence writing and some of the techniques and activi-
ties of the intelligence production process.
Given in Washington area.
No other prerequisites.

Introduction to Intelligence (2 weeks - all day)
(Phase I of Intelligence Orientation Course)

For all new professional employees entering on
duty and potential professionals.
Introduces basic concepts and the importance of
U.S. foreign intelligence activities; the structure
and responsibilities of the U.S. "intelligence
community" and its relationship to the policy
levels of Government; and the general responsi-
bilities of the Agency for the collection and
production of intelligence.
Given in Washington area.
No other prerequisites.

Introduction to Map Reading and Imagery Analysis
(8 days - spread over 3 weeks - all day)

For professional employees who need to be able to
use maps effectively and to do simple photographic
interpretation.
Equal emphasis on map reading and photographic
interpretation. Other types of imagery analysis
are introduced.
Given in Washington area.
No other prerequisites.

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JCS-DIA Orientation (2 days - all day)

For selected officers and civilians of the JCS, DIA and the military services.
A semi-annual orientation on CIA by the Agency's senior officials.
Given in Washington area.
No other prerequisites.

Orientation for Overseas (2 days - all day)

For employees (and dependents) assigned to overseas duty post for the first time.
Covers: the Agency's mission and functions; security and cover considerations; legal and medical advice; and personal problems of living and working effectively in a foreign environment.
Given in Washington area.
No other prerequisites.

Orientation to Intelligence (2 weeks - all day)

For Career Trainees.
Covers: national goals and priorities; world problems affecting U.S. interests; intelligence as support to policy; intelligence structure and process.
Given in Washington area.
No other prerequisites.

Reading Improvement (5 weeks - twice a week - 2 hours each day)

For employees whose work effectiveness would be increased by improved reading skills.
Course objectives are: the development of a more effectively organized approach to job-related reading and a significant increase in comprehension, speed, and recall.
Given in various locations in the Washington area for the convenience of participants. Classes are limited to 22 to allow for individual instruction and students are expected to practice at home and at work between sessions.
Costs (about \$45 per student) are borne by each sponsoring office.
This course is given under contract by U.S. Department of Agriculture.

Special Orientation for Agency Representatives Attending
Senior Officer Schools (3 days - all day)

Given annually for Agency representatives selected by the TSB for attendance at Senior Officer Schools. Updates significant developments affecting the Agency's activities and its "image"; includes instruction in techniques of briefing and in conducting seminars; provides an opportunity to meet recent graduates of Senior Officer Schools and senior officials of the Agency. Given in Washington area. No other prerequisites.

Writing Workshop (Basic) (4 weeks - T Th - mornings)

For professional employees. (Non-professionals may attend under certain circumstances.) Covers basic principles of grammar and rhetoric, and elements of sentence construction and paragraph structure. Given in Washington area. No other prerequisites.

Writing Workshop (Intermediate) (4 weeks - MW - mornings)

For professional employees. (Non-professionals may attend under certain circumstances.) Covers principles of good writing, including clarity, accuracy, and logic. Given in Washington area. Prerequisites: Writing Workshop (Basic) or Writing Workshop pretest. (Note: Specially tailored writing workshops may be conducted to meet the specific needs of a requesting component.)

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SUPPORT SCHOOL

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Administrative Procedures (3 1/2 or 5 days - all day)

For clerical employees who support the CS at headquarters.
All students attend the first 3 1/2 days for coverage of Agency organization, dispatch and cable procedures, domestic travel and reimbursement vouchers, and operational terminology. CS sponsored students remain the extra 1 1/2 days for coverage of CS records and project procedures.
Given at Magazine Building.
No other prerequisites.

Advanced Management (Planning) (1 week - Sunday afternoon through Friday)

For all officers, line or staff (GS-13/14), who have a need for better understanding of systematic planning. While not designed for personnel engaged in full-time PPB, they are by no means excluded. Specific methodology for planning, selected techniques used in planning, analysis of different planning styles and overall Agency system for planning, programming, and budgeting. Required precourse reading involves 10 - 15 hours; thus, registrations cannot be accepted later than 2 weeks prior to the scheduled starting date.

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Given
No other prerequisites, although Managerial Grid is recommended.

Clerical Refresher (4 weeks - mornings)

For clerical employees seeking to improve accuracy and to develop speed in either shorthand or typewriting. Separate instruction may be taken in either skill.
Given at Ames Center Building.
No other prerequisites.

Field Finance and Logistics (3 weeks - all day)

For operational support assistants, support officers or secretaries required to maintain financial and property records at small domestic or overseas stations and bases. Emphasis is on the practical skills involved in maintaining Class B or C Financial records and Type II or III Logistical records. Where both are not needed, either the Finance or Logistics block alone may be taken.
Given at Magazine Building.
No other prerequisites although Operations Support is strongly recommended.

Management (1 week - all day)

For officers in Grades GS-11 through GS-14.
Examines current thinking in managerial style as it relates to communication, employee motivation, and work performance. Exercises in team-action problem-solving are used to provide students an opportunity to apply the concepts and principles covered.

Given in Magazine Building.

No other prerequisites.

Managerial Grid (1 week - Sunday afternoon through Friday-all day)

For GS-13s and above. Persons who anticipate attending the Midcareer Executive Development Course should not attend this Course.
Grid concept of classifying leadership and managerial styles is examined. Personal managerial styles are analyzed through team and individual exercises designed to permit the understanding of the managerial styles of others to serve as a means of diagnosing problems which prevent effectiveness at any organizational level. Priority given to individuals whose supervisors have completed the Grid.

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Given [REDACTED]

No other prerequisites.

Midcareer Executive Development (6 weeks - all day - 240 hours)

For designated Midcareerists.

Covers the activities of components of the Agency, the U.S. Government in its international setting, and problems of management, also includes the Managerial Grid.

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Given [REDACTED] and Magazine Building.

No other prerequisites.

Senior Management Seminar (Planning) (1 week - Sunday afternoon through Friday - all day)

For GS-15s and above.

Consists of Advanced Management (Planning) Course. Conducted by consultant.

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Given [REDACTED]

No other prerequisites, although Grid is recommended.

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Supervision (1 week - all day)

For employees in grades GS-5 through GS-10 who have supervisory responsibilities. Explores current thinking on the role of the supervisor in terms of personal behavior, responsibility for subordinates, and organizational and individual needs. Provides materials and a setting experiencing and examining interteam and intrateam skills and activities. Given at Magazine Building. No other prerequisites.

Support Services (3 to 5 weeks, length to be determined)

For Career Trainees assigned to the Support Services. Acquaints students with organization and mission of various Support Services components. Although field activities are discussed, emphasis is on training for Headquarters assignments. Includes the Managerial Grid and three-day ADP Orientation courses. Given at Magazine Building. No other prerequisites.

Support Services Review: Trends and Highlights (1 week - full time)

For professional Support Services employees (women as well as men) in Grade GS-9 through GS-15. Emphasizes significant trends and developments within the Agency's support activities, and includes presentations in ADP, records management, and PPB (planning, programming, and budgeting). Given No other prerequisites.

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OPERATIONS SCHOOL

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SCHOOL OF INTERNATIONAL COMMUNISM

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6 February 1970

MEMORANDUM FOR: All Training Officers of the Agency

Subject : Change #1 to Schedule of Courses and
Course Descriptions January - June 1970

Attached are two pages containing revised descriptions of Vietnam courses. These two pages are to replace pages 35 and 36 in the Schedule of Courses and Course Descriptions January - June 1970. The old pages should be destroyed and the new ones inserted in their place.

Budget Process Course (1 week - 1/2 days Monday through Friday)

For those directly involved in the budget formulation and execution phases of Agency financial management. The course will provide an understanding of the purposes of Federal budgeting, detailed instruction in the techniques of budget formulation and execution with special emphasis on Agency forms and procedures, and the inter-relationship of programming, budgeting and accounting activities.
Given in Washington area.
No other prerequisites.

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VIETNAM

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Vietnam Orientation Course (4 weeks - all day)

All personnel scheduled for assignment to Vietnam are required to take this course. The Orientation Course covers an area study of Vietnam which includes government, history, geography, religion, military, police, customs, culture, language training, and other aspects of Vietnamese life, attitudes and values. Also included in the course is Vietnam Station organization, which provides a familiarization of all Agency programs and missions; Station organization; Station policy, and the Station support programs. This portion of the course is given in the Washington area and

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Basic Country Survey: USSR (2 weeks - all day)

For professional employees whose work requires a basic and comprehensive knowledge of the Soviet Union. A brief study of Tsarist Russia and developments since the Communist seizure of power. Given in Washington area. No other prerequisites.

China Familiarization (1 week - all day)

For professional employees. Covers survey of mainland China's geography, history, economic factors, and its role in foreign affairs. Provides introduction to the Chinese language, including pronunciation. Given in Washington area. No other prerequisites.

Communist Party Organization and Operations (3 weeks - morning)

For professional employees. Covers organization and activities of communist parties, with emphasis placed on those in countries in which they are not dominant. Given in Washington area. Prerequisites: Introduction to Communism or equivalent in headquarters or field experience.

Communist Target: A Survey (3 weeks - all day)

For Career Trainees. The historical development of the USSR and Communist China is reviewed, together with an examination of the doctrine, organization, and operations of the communist movement throughout the world. Given in Washington area. No other prerequisites.

Introduction to Communism (2 weeks - all day)
(Phase II of Intelligence Orientation Course)

For all new professional employees entering on duty and potential professionals. Covers historical development of the USSR and Communist China and the doctrine, organization and operations of the Communist movement. Given in Washington area. No other prerequisites.

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OFFICE OF COMPUTER SERVICES

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ADP Orientation (3 days - full time)

For the student who is unfamiliar with data processing. The course is an introduction to the basic objectives, phases and problems in automating a particular system. Feasibility and design considerations, implementation steps and considerations, and problems encountered in these stages are outlined in a general way.

Requisites: None

Enrollment Deadline: Two weeks before each scheduled presentation. Applications should be submitted to the Office of Training through normal office channels.

Location: Magazine Building

ALC Macro Writing (1 week - full time)

Students are trained in writing assembly language macros for application programs. Examples are used to illustrate macro instruction statements, use of macro library, levels of macro instructions, use of conditional assembly instructions, and system variable symbols. The time-saving concepts of macros are demonstrated.

Requisites: Basic knowledge of ALC.

Enrollment Deadline: Applications should be submitted to the Office of Training through regular channels.

Given in Washington area.

APL/360 (5 afternoons - part time)

This course is intended to provide an introduction to APL/360, a terminal-oriented system, and to the APL programming language. The mechanics of using the system and writing effective programs over a wide range of applications are covered. The contents of the course include:

- Communicating with the computer
- Arithmetic operations
- Creating and modifying subroutines
- System commands
- Vector and array processing
- Function aspects
- Program management and libraries

Requisites: None, except current or near future need to use the system.

Enrollment Deadline: Three weeks before start of the course. Applications should be submitted to the Office of Training through regular office channels.

Given in Washington area.

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Basic ADEPT Course (15 weeks - full time)

The basic ADEPT program is designed to train an individual for a full time programming position.

This course includes the following:

A. Introduction to Computers.

Students are oriented to fundamental aspects of computers such as the uses, internal operation, basic instructions and arithmetic of computers.

B. Introduction to Problem-Oriented-Language.

In addition to providing the fundamentals of a problem-oriented-language, PL/1, particular emphasis is placed on the organization of a programmed system.

C. Introduction to System/360 Hardware.

System/360 hardware characteristics are covered in detail; data and instruction formats, channel concepts, interrupt and PSW mechanics are included as key topics.

D. Introduction to Assembly Language.

In addition to learning the assembly language coding instruction set, the student is provided with a knowledge of ALC-OS interface, use of data management macros, and I/O mechanics.

E. Introduction to Operating System.

A detailed instruction is presented on the basic components of Operating System/360:

Job Management

Task Management

Data Management

F. EDP Projects and Problems.

Students are assigned, at both the individual and group level, EDP problems which in turn have to be flow-charted, programmed, tested, and documented in complete form.

Enrollment Deadline: Five weeks prior to start of the course. Due to the expense and space limitations, approval by the appropriate Directorate Information Processing Coordinator (IPC) is required.

Given in Washington area.

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FORTTRAN IV Course (10 mornings - part time)

Students are trained in all aspects of the FORTRAN IV programming language. Some of the topics covered are: constants, variables, arithmetic expressions, looping instructions, input/output instructions, format statements and subroutines. While most of the time is spent using the FORTRAN compiler, the sessions include some use of the WATFOR compiler, a FORTRAN-like compiler. Examples of use as well as exercises are presented.

Requisites: Enrollees should have previous programming experience.

Enrollment Deadline: Five weeks prior to start of the class. Applications should be submitted to the Office of Training through normal office channels.

Given in Washington area.

Mathematics for ADP Systems Analysts

Mathematics is playing an expanding role in the management decision-making process; however, the ADP systems analyst does not need to be a mathematician. In an effort to provide the systems analyst with a better understanding of problems which involve mathematical theories, the Office of Computer Services is offering, through a contract with the General Electric Company, the Mathematics for Systems Analysts series which is divided into four (4) one-week sessions:

1. Basic Mathematics
2. Advanced Methods and Models
3. Statistical Inference
4. Probabilistic Models

The first two courses deal primarily with the kind of mathematics used to analyze or describe situations which are determinate, i.e., where questions of risk or uncertainty are not raised. Other problems must be viewed as comprised, at least in part, of random effects which introduce uncertainty into some or all measurements. The last two courses are devoted to methods pertinent to this so-called stochastic view.

Requisites: This series is intended for systems analysts who have had programming experience, but lack extensive mathematical backgrounds. Two or more years of Agency experience are also required.
Enrollment Deadline: 5 January 1970 for the complete series.

Location: To be announced.

Cost: The cost, \$1,000.00 per student, is to be charged to the student's office. Submit Form 136 through Directorate Information Processing Coordinator to OTR/ISS/AIR, Room 835, 1000 N. Glebe Road.

Further Details: Call [REDACTED]

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Modified ADEPT Course (5 weeks - full time)

The Modified ADEPT program is intended to serve programmer analysts whose experience has been with systems other than IBM/360. The main topics covered in this course are:

A. System/360 Hardware.

Hexadecimal arithmetic, data and instruction formats, channel concepts, interrupt and PSW mechanics are presented in detail.

B. Assembly Language Coding.

The student is instructed in the use of the assembly language coding instruction set, ALC-OS capabilities, data management macros, as well as advanced techniques such as macro writing.

C. Operating System.

In addition to a detailed presentation on Job, Task, and Data Management concepts, other system features are covered such as User Libraries and Utilities.

D. System Design Aspects and System/360.

The programming management problems that can appear in an effort using the above facilities and their associated solutions are covered.

Requisites: Previous programming experience.

Enrollment Deadline: Four weeks before start of class. Due to the expense and space limitations, IPC approval is required.

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Operating System/360 (10 mornings - part time)

Job, Task, and Data Management concepts and Operating System/360 features are presented.

The main topics for this course are:

A. Concepts and Facilities.

OS/360 system design and philosophy of the system.

B. Job Management.

Job Management routines and the associated Job Control Language are presented to the student.

C. Linkage Editor Facilities.

The capabilities of the linkage editor in conjunction with the many user programs are explained.

D. Program Design.

A four stage evolution of a program using the above program facilities is demonstrated.

E. Access Methods.

The various access methods, such as sequential, indexed sequential, direct, and partitioned, and their use, such as queued or basic, are presented in detail.

F. Debugging.

Debugging techniques as they are related to above subjects are presented.

Requisites: Programming experience

Enrollment Deadline: Two weeks prior to start of the course. Applications should be submitted to the Office of Training through normal office channels.

Given in Washington area.

Programming Language/One (1 week - full time)

The student is trained in the complete set of PL/1 facilities. Topics covered are: program definition, assignment and control statements, stream and record I/O statements, array processing, built-in functions and on-conditions, list processing, macro processing and asynchronous processing. Programs that have been written in PL/1 are also presented.

Requisites: Programming experience.

Enrollment Deadline: Four weeks before start of class. Applications should be submitted to the Office of Training through normal office channels.

Given in Washington area.

PL/1 Macro Writing Course (5 mornings - part time)

PL/1 Compile-Time Facilities are presented in detail. Practical application of the macro facilities is shown with the use of a number of examples.

Requisites: Basic PL/1 knowledge.

Enrollment Deadline: Three weeks before start of the course. Applications should be submitted to the Office of Training through regular office channels.

Given in Washington area.

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NOTES

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NON-OTR INTERNAL COURSES

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MISC.

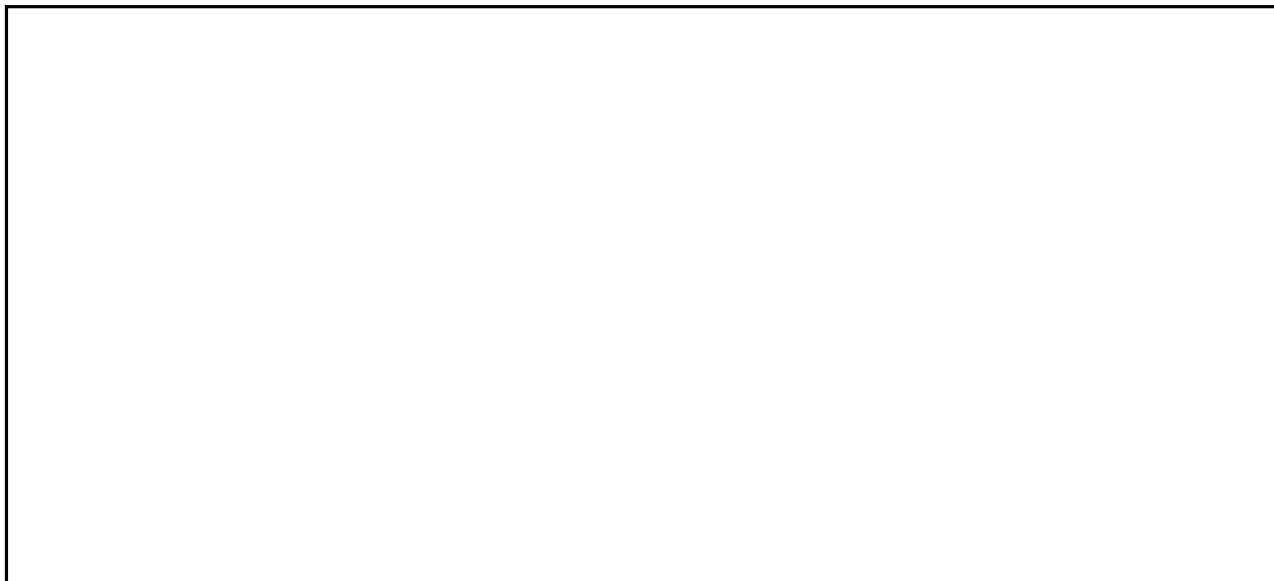
Budget Process Course (1 week - 1/2 days Monday through Friday)

For those directly involved in the budget formulation and execution phases of Agency financial management. The course will provide an understanding of the purposes of Federal budgeting, detailed instruction in the techniques of budget formulation and execution with special emphasis on Agency forms and procedures, and the inter-relationship of programming, budgeting and accounting activities.
Given in Washington area.
No other prerequisites.

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VIETNAM

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Vietnam Orientation Course (4 weeks - all day)

All personnel scheduled for assignment to Vietnam are required to take this course. The Orientation Course covers an area study of Vietnam which includes government, history, geography, religion, military, police, customs, culture, language training, and other aspects of Vietnamese life, attitudes and values. Also included in the course is Vietnam Station organization, which provides a familiarization of all Agency programs and missions; Station organization; Station policy, and the Station support programs. This portion of the course is given in the Washington area and

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REQUEST FOR INTERNAL TRAINING

Form 73

A revised Form 73 "Request for Internal Training" was made available in 1966, and Training Officers are requested to use this edition of the form, on which most blocks are self-explanatory. A model of the form is reproduced on page 39 for your convenience and noted below are several items which require careful and concise completion.

Item 1. The name appearing here is normally that used on all official records. If, for security reasons, an individual is to take the course under another name, it is to be entered here. The employee serial number should be provided in this block.

Item 4. The original EOD is used here, not an EOD resulting from a return from overseas, from a transfer between Agency elements, or from some other administrative action. This information has significance because admission to many OTR courses depends on total length of service.

Item 11. (Formerly Item 8) Special care is to be given in filling out this block. OTR cannot provide appropriate training for students without at least a general picture of the experience of the applicant plus an accurate description of his current or projected assignment. The information serves a twofold purpose. OTR uses it to determine the

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qualifications and priority status of the applicant; instructors use this information to mold their courses to the needs and experience of the students. Much valuable time is lost if instructors must wait until the first day of the course to obtain this information from the students themselves. Although all Training Officers should see that adequate detail is provided in this block, it is essential that CS Training Officers particularly do so for operations courses.

Item 12. This information should be supplied.

Item 14. This date, estimated or otherwise, has a bearing on priority of admission to some OTR courses. It should be filled in whenever applicable.

Item 15 and 16. Copy Number 2 (pink), the instructor's copy, must be an exact duplicate of the original, also carrying the required signature. The supervisor's name should appear in typewritten form along with the signature.

Item 18. Although the reverse side of the form is for OTR's use, this block may be used if, for example, Item 11 has to be continued or if any qualifying comments will further assist OTR/ISS/AIR or the instructors.

REQUEST FOR INTERNAL TRAINING

PLEASE PRINT OR TYPE. Complete all entries. Use a separate form for each course. Complete in triplicate and send through Training Officer. For OTR courses, send the original and copy No. 2 to the Registrar, OTR. For courses given by other components, send original and copy No. 2 to the Training Officer of that component.

1. NAME (Last, first, middle) Sample, James E.					<input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		2. YEAR OF BIRTH 1932				
3. GRADE OR EQUIVALENT GS-11		4. E.O.D. (Original) MONTH & YEAR 09/53		5. DIRECTORATE DDS	6. OFFICE OTR	7. STAFF/DIVISION ISS		8. BRANCH AIR		9. SD ST	
10. TRAINING REQUESTED (Use title shown in catalog) TITLE: Intelligence Review Course										DATES: 4/14/69 - 4/25/69	
11. DESCRIBE APPLICANT'S PRESENT OR PROJECTED DUTIES AS THEY RELATE TO THE OBJECTIVES OF THE REQUESTED TRAINING As Information Specialist, the applicant's duties include disseminating various types of information on training opportunities available outside the Agency. The Intelligence Review provides information on the current goals or objectives of the Agency's components. This information will enable Mr. Sample to provide more effective support to these components in their requirements for training information.											
12. EDUCATION (Level attained & major subjects) BA - English Graduate courses in library science.							13. TYPE CLEARANCE HELD <input type="checkbox"/> SECRET <input checked="" type="checkbox"/> TOP SECRET				
							14. IF SCHEDULED FOR OVERSEAS INDICATE DEPARTURE DATE N/A				
15. NAME AND SIGNATURE OF SUPERVISOR Joseph P. Friendly				EXTENSION 9876	16. SIGNATURE OF TRAINING OFFICER				DATE 3/18/69	EXTENSION 6789	

FORM 73 USE PREVIOUS EDITION (45)

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

3-OFFICE COPY

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THIS SIDE FOR REGISTRAR'S USE ONLY

16. AGENCY-SPONSORED TRAINING COMPLETED BY APPLICANT	
17. PREREQUISITE TESTS (<i>Flat B, foreign language proficiency, etc.</i>)	
18. REMARKS	Although we have been informed that this class is already oversubscribed and that this applicant will be placed on standby, we will keep him available until noon of the first day of the class.

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REQUEST FOR EXTERNAL TRAINING

Form 136

The Office of Training has received many inquiries on how best to complete the Form 136 (Request for Training at a Non-Agency Facility). We hope the following will be of assistance in answering these questions. A facsimile of Form 136 appears on page 42.

In addition to being a request for training, the Form 136 also serves as a contract for the expenditure of funds, a request for travel order (where appropriate), a request for security approval, and the input document for the computer.

Items 3 - 15 in the sample show the correct form for completing these blocks. Proper completion of these blocks facilitates processing the request and decreases time-consuming corrections.

In the past, occasionally the information supplied in items 23 through 25 have not been thorough. Item 23 should be as complete and accurate as possible (reference to course announcement or brochure would be helpful); item 24 should show the facility providing the training, and item 25 is the actual location (e.g. Boston) of the training site.

Description of course, item 26, should be a repetition of the facility's course description (if available) in sufficient detail to permit matching the training goals in item 30.

Item 30 should be a specific statement of objectives. In addition, it should provide a justification of the training requested and relate the employee's job responsibilities to the goals. It is often possible on the basis of information given here for the Office of Training to suggest an alternate course; in some cases, a less expensive one, or one which might better satisfy the goal.

Item 31 must be completed in all cases, whether cover is involved or not. "Has Cover" refers only to domestic cover, not operational cover; "will use cover for this training" refers to how the student will be enrolled. In any case, if the student either has cover or needs cover for the requested training, the Form 136 must be forwarded to the Central Cover Staff prior to submission to the Office of Training.

If any questions arise concerning any item in the Form 136, please call the Admissions, Information and Records Branch, extension

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(When Filled In)

REQUEST FOR TRAINING 2002/08/26 : CIA-RDP78-03090A000500050001-0						TYPE 2 REQUEST NO. (Registrar use only)	
TO: Director of Training				ATTN: Registrar or Directorate			
EMP. SER. NO.	4. NAME (last, first, middle)			5. SEX	6. YOB	7. ORIG. EOD DATE	8. OFFICE
123654	DOE, John J.			M	23	MO 07 YR 56	OTR
9. GRADE	10. SD	DATES OF COURSE		15. FT/PT/COMB			
12	ST	11. FROM (m-d-y) 11 08 67	12. TO (m-d-y) 12 15 67	Course Dates: six digits - month, day, year			
Do not indicate "GS" or the step level within the grade							
23. TITLE OF COURSE							
24. INSTITUTION SPONSORING TRAINING				25. LOCATION OF TRAINING			
26. DESCRIPTION OF COURSE							
If Component money is involved, be sure these are completed.							
27. I CERTIFY FUNDS ARE AVAILABLE				28. COSTS (Registrar Use Only)			
OBLIG. REF. NO.		CHARGE FAN ACCOUNT NO.		REGISTRATION, TUITION, FEES	\$		
DATE		SIGNATURE		TRAVEL			
				PER DIEM			
				OTHER			
29. APPLICANT'S TITLE				EXTENSION	TOTAL		\$
30. SPECIFIC OBJECTIVES AND LEVEL OF PROFICIENCY TO BE ATTAINED (relate to assignment)							
31. APPLICANT		YES	NO	CCS USE ONLY			32. IS REQUESTED TRG. IN
HAS COVER							OTR BUDGET
WILL USE COVER FOR THIS TRG.							OFFICE BUDGET
							NEITHER
33. I INTEND TO MAKE THE AGENCY A CAREER, IF REQUIRED I WILL SIGN A TRAINING AGREEMENT				SIGNATURE			DATE
34.				APPLICANT			
35. CAREER SERVICE BOARD APPROVAL				TRAINING OFFICER			
36. REQUESTED TRAINING IS CONSIDERED IN CONSONANCE WITH EXISTING REGULATIONS				FOR CSB			
37. CCS CONCURRENCE (only if item 31 is affirmative)				OFFICE HEAD OR OPERATING OFFICIAL			
38. OTR APPROVAL				FOR CCS			
				DIRECTOR OF TRAINING			
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